

**TennCare Program Coordinator
Redetermination Specialist**
Status: Executive Service

Agency: Division of TennCare, Member Services Division

Note*:

An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

Job Description:

These positions will work in the TennCare Appeals Redetermination Unit and report directly to a TennCare Appeals Redetermination Program Manager. The TennCare Appeals Program Coordinator will try to resolve an appellants issue prior to going to an administrative hearing by taking the appropriate action when applicable. The TC Appeals Program Coordinator will process Medicaid applications timely according to the established law, rules, regulations, polices and guidelines. Furthermore, the TC Appeals Program Coordinator will document TennCare Member Services eligibility systems, as required by policy and/or procedures.

Qualifications:

- Bachelor's Degree (*preferred*)
- Ability to foster and maintain cohesive working relationships
- Ability to adapt to changing priorities and deadlines
- Ability to exercise sound judgment
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes along with a cover letter to michelle.nulty@tn.gov by October 26, 2017.